

City of San José
CLASS SPECIFICATION

TITLE: Contract Compliance Specialist (1618)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works / Office of Equality Assurance	Contract Compliance Coordinator	Non-Exempt

CLASS SUMMARY

Performs varied professional analytical and investigative duties to interpret, monitor and implement the City's Prevailing Wage and Living Wage Policies and Federal and State labor compliance regulations and standards. Conducts compliance documentation analysis, audits and field investigations to ensure developer, contractor and vendor contract compliance with applicable laws and regulations. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Contract Compliance Specialist is the second level in the three-level Contract Compliance series. The Contract Compliance Specialist is distinguished from the Contract Compliance Assistant by its responsibility for professional duties of more complexity, while the latter classification is a paraprofessional support classification that assists Contract Compliance Specialists in more routine duties. The Contract Compliance Specialist normally reports to the Contract Compliance Coordinator classification, and is distinguished from that classification in that the Compliance Coordinator has supervisory responsibility for Contract Compliance Assistants and Contract Compliance Specialists.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Bachelor's degree from an accredited college or university in public administration, business administration, social/behavioral sciences or related field and two years of construction contract administration, project management or labor compliance enforcement experience.

Required Licensing (such as driver's license, certifications, etc.)

- Valid California Driver's License.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Ability to collect, compile, analyze and interpret data
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to employ basic mathematical and accounting principles

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- Ability to interpret rules, regulations, policies and procedures
- Ability to work on a professional level with diverse customers.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, contractors, the general public, and others sufficient to exchange or convey information, to receive work direction and to enforce code compliance.
- Ability to use computers and software applications including FileMaker Pro, Word, Excel, and Power Point.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of federal, state and city regulations related to labor law and public works contract law.
- Knowledge of City Prevailing Wage and Living Wage Policies.
- Knowledge of construction industry work, methods, equipment.
- Knowledge of procurement and contracting activities

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Participates in the establishment and implementation of program policies and procedures.	As Required
2.	Reviews and evaluates contractor documentation for adherence to established regulations and standards.	Continuous
3.	Monitors and analyzes contractor/vendor payroll documentation; reviews wage and benefit payments based on staff determination of proper work classifications.	Continuous
4.	Issues determinations for work classifications on service/maintenance contracts pursuant to State law.	Frequent
5.	Advises City departments on proposal/bid/quote preparation to ensure conformance with various funding policy regulations.	Occasional
6.	Conducts pre-bid and/or pre-construction conferences to inform bidders/proposers of City programs and requirements.	Frequent
7.	Initiates and writes correspondence regarding non-compliance to developers, contractors and vendors in order to effectuate compliance.	Continuous
8.	Conducts field audits and/or employee interviews at construction and service sites to ensure labor compliance.	Frequent

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9.	Formulates corrective action plan for resolution of labor compliance violations; enforcement of contractor compliance with restitution payments, liquidated damages, or recommending debarment when applicable.	Frequent
10.	Interfaces with other City departments, Federal, State and other local governmental agencies, citizens, businesses, legal and union groups and organizations regarding matters of wage and benefit compliance.	Continuous
11.	Maintains accurate and complete record of documentation compliance and investigation status in order to implement council adopted remedies to ensure program compliance. Reviews and evaluates contractor documentation for adherence to established regulations and standards.	Continuous
12.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Established 3/83; revised & Retitled 8/91; Revised 4/05, s001.
Formerly titled Affirmative Action/Contract Compliance Specialist.